

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100030001-9

RECORDS DISPOSITION AUTHORITY

The disposition instructions in Records Control Schedule 12.02-64 for the Executive Registry have been reviewed and are approved for implementation.

Review:

Records Analyst

Date

20 May 1964

Approval:

Chief, Records Administration Staff

Date

20 May 1964

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Approved For Release 2005/11/21 : CIA-RDP80-00487A000100030001-9 RECORDS CONTROL		SCHEDULE NO. 102-64	
OFFICE, DIVISION, BRANCH DCI - EXECUTIVE REGISTRY		CONCURRENCE SIGN _____ TITLE C/ER 5-19-64	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	DIRECTOR'S FILE Consists of correspondence, memoranda and reports that document or relate to the policies, plans, programs and activities of the Agency both internally and externally. Files are maintained in three sub-series; two by source and one by an alphabetical General Subject arrangement. 146 a. White House, USIB, Joint Chiefs, Congress and Federal agencies. 1962 to date 021 b. CIA components filed by offices 1962 to date 021 c. General Subject file 1962 to date	10. 6.5 8.	Permanent. Disposal not authorized. Transfer to Records Center when no longer needed for reference purposes.
2	INDIVIDUALS ALPHABETICAL FILE These are letters from the public and copies of replies thereto. Included are requests for information, letters of commendation, complaint, criticism and suggestion. Excluded are letters on the basis of which investigations are made or administrative action is taken 1962 to date	10.	Temporary. Destroy after 5 years. Hold 2 years then transfer to Records Center.

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3	<p>SPEECH FILE</p> <p>These are copies of speeches delivered by the Director and members of his Staff before groups and organizations on various occasions. Filed by topic or event.</p> <p>a. One copy of each speech to be maintained as the Agency record copy.</p> <p>b. Extra copies of speeches maintained for reference or distribution purposes.</p>	1.	<p>Permanent. Disposal not authorized. Retire to the Records Center on an annual basis.</p> <p>Temporary. Destroy when no longer needed.</p>
4	<p>INTELLIGENCE ESTIMATES FILES</p> <p>These are copies of all National Intelligence Estimates, and Special Estimates which were prepared by ONE and referred to the DCI for his information. Files are maintained for reference purposes. Filed by NIE number and by SE number.</p> <p>1962 to date.</p>	4.	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
5	<p>CONFIDENTIAL FUNDS FILES</p> <p>Consists of vouchers and correspondence relating to the Directors' authorization for expenditure of Confidential funds.</p>	2.	<p>Permanent. Transfer to Records Center when in cubic foot lots.</p>
6	<p>U. S. INTELLIGENCE BOARD</p> <p>Consists of copies of USIB documents which are retained for reference of the DCI and his staff. Records copies are maintained by DDI. The files contain copies of the agenda, minutes of meetings, directives and other papers relating to the USIB.</p> <p>1962 to date</p>	3.	<p>Temporary. Destroy when no longer needed for reference purposes.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7	<p>Approved For Release 2005/11/21 : CIA-RDP80-0487A000100030001-9</p> <p>SPECIAL REPORTS FILES</p> <p>These are extra copies of various reports which are loaned out for information and reference purposes. Some of the specific types of reports are the Hoover Commission Report, Jackson Committee Report, Jackson-British Report, Eberstadt Committee Report and others.</p> <p>1947 to date.</p>	12.	Temporary. Review reports annually. Submit list to Admin. Office for disposition (i.e. offer to Records Center or the Library).
8	<p>REFERENCE PUBLICATIONS</p> <p>These are copies of various types of published reports originating in the office of the DDI, DDP and copies of the Daily FBIS. Maintained for information and reference purposes.</p>	1.5	Temporary. Destroy when no longer needed for reference purposes.
9	<p>COMMUNICATION LOGS</p> <p>Consists of various posting media which serve as logs for recording classified material received or dispatched by the DCI or his staff. Maintained primarily in accordance with Security regulations. Filed by category and chronologically thereunder.</p> <p>1947 to date.</p> <p>a. Top Secret Log. Retained signed copies recording receipt, internal movement and disposition of TS material. Copy forwarded to TS Control Officer. From June 1958 log maintained on 5x8 form. Filed chronologically.</p> <p>b. Secret and below. Record of the receipt and disposition of material which is classified secret and below. These logs also contain a brief summary of the subject matter of each communication logged and serve as an index to the subject files.</p>	18	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p>
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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
9	COMMUNICATION LOGS (continued) c. Cable Log. Record of all cables received in the office. Maintained by cable number.	1	Temporary. Destroy when one year old.
10	LOCATOR CARD FILES Consists of 3x5 cards which serve as an index to subject files, catalog, address locator, and as a cross reference to the mail logs and to the various files maintained by the Registry. Cards are filed by source, subject, alphabetically and chronologically.	12	Permanent. Retire to Records Center when inactive.
11.	DISCONTINUED PROGRAMS AND COMMITTEE FILES These are accumulations of the correspondence and other documents which remain when programs or committees have been discontinued; also the inactive files of members of the Director's Staff who are no longer active in such capacity. Files are transferred to the Registry for disposition.	2	Temporary. Screen through and destroy duplicate material; incorporate remainder in respective permanent files.
12	DOCUMENT RECEIPTS Consists of retained signed copies of receipts for classified documents which were sent to other offices or agencies. Filed chronologically.	1	Temporary. Destroy after 2 years. Retain in current files area for two years and destroy.
13	COURIER MAIL RECEIPTS Consists of the retained copy of Courier's Classified Mail Receipt, which was signed by the courier for classified material picked up for delivery to the addressee. Filed chronologically.		Temporary. Destroy after 3 months.

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14	ADMINISTRATIVE FILES These are notices, memoranda, requisitions, instructions, papers on personnel matters and other housekeeping files accumulated for administration of the DCI Staff. Filed by subject category.	1	Temporary. Destroy after one year. Cut off at the end of each year; retain for one year and destroy.
15	Official Diaries of Lyman B. Kirkpatrick, Jr. 1950-1965	2	Temporary. Cut off as necessary; transfer to Records Center and destroy after 50 years.
16	Official Diaries of Col. Lawrence K. White 1952-1963 1965	4	Temporary. Cut off as necessary; transfer to Records Center and destroy after 50 years.
APPROVED		<p>15 Sep 1965</p> <p>Date</p>	
	CIA Records Administration Officer		